



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

LIBRARY ACTIVITY LEADER - MAKERSPACE

#26C-03
(CASUAL/HOURLY)

Part-time:
5-15 hours per week

SALARY:
\$23.69 – \$27.42 / hour

**Applications reviewed on a
continuous basis**
(Opened 2/12/2026)

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most qualified applicants will be asked to participate in the testing process which will consist of an interview with Library Department staff.



ABOUT THE CITY

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by core values of *excellence, integrity, service inclusion, collaboration and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home.

About the Position: The Library Activity Leader supports the Makerspace at the Downtown Library and potentially at the library branches and outreach events. They work with the library staff to create and deliver a variety of programs for children related to robotics, coding, and other STEM education concepts. They may support additional Makerspace programming related to 3D printing, laser cutting, Cricut, machine sewing, and art projects.

The Ideal Candidate: Is an energetic person who enjoys interacting with a general audience including adults and children. Has at least six months of experience working with 3D modeling software, 3D printing software, CAD software, 3D printers, and/or C02 laser systems, and is excited to share their knowledge with others. Is dependable, arrives to work on time with a positive attitude, has the ability to complete multiple tasks in an efficient and timely manner, can interact well with library staff and members of the community and is open to learning new skills. Above all, the person in this position should present a positive image – making all people feel welcome and accepted at the library.

Example of Duties: include, but are not limited to the following – lead a variety of educational and recreational activities for an adult audience related to 3D printing, laser cutting and engraving, vinyl cutting, and/or machine sewing; lead a variety of educational and recreational activities for children related to LEGO Robotics, coding, and other science, technology, and math(STEM) themes; perform routine maintenance and cleaning of Makerspace equipment, report equipment issues to Library staff, and organize and track consumable supplies; report to the Division Manager, Librarians, and Library Assistants orally and in writing, complete clerical tasks such as timecards, incident reports, making signs, preparing and organizing activities and crafts.



BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

CITY VALUES



MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience:

- High School Diploma is required
- Some college is preferred

Knowledge of:

- At least six months demonstrated experience working with 3D modeling software, 3D printing software, CAD software, graphic design software, 3D printers, and/or CO2 laser systems is required.
- Knowledge of and experience working with children and teens in an educational setting is desirable.
- Bilingual in Spanish preferred but not required.

Ability to:

- Sit or stand at a workstation for extended periods, walking, bending, stooping, pushing, reaching and squatting for library materials.
- To travel between various work sites during the course of the workday.

A City application is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DMV Check
3. Fingerprint

Prior to appointment, candidates will also be required to pass a TB Test at no cost to the candidate. For candidates who are under 18 years old at the time of hire, an official work permit from school is required. Once the candidates turn 18, they will be required to pass a fingerprint check.

The City of Redwood City is proud to be an Equal Opportunity Employer!

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.



**SUPPLEMENTAL QUESTIONNAIRE
LIBRARY ACTIVITY LEADER - MAKERSPACE #26C-03
CITY OF REDWOOD CITY**

Please answer the following question.

1. Describe your experience working with 3D modeling software, 3D printing software, CAD software, 3D printers, CO2 laser systems, and/or LEGO Spike/Mindstorm robotics. If applicable, please include a description of your experience teaching any of these technologies to others.

2. Library Activity Leader work shifts are available seven days a week during the library's open hours of operation: Monday – Thursday, 10:00am – 8:00pm; Friday and Saturday, 10:00am – 5:00pm; and Sunday 12:00pm – 5:00pm. Please indicate your general availability, listing the days of the week and hours that you are available. Please include as much detail as possible in your response

3. This position requires travel between assigned work locations during scheduled work hours. Are you able to meet this requirement? (Travel may include driving between locations within the assigned service area)

Yes

No